



**CITY OF LAKE JACKSON**  
**HOTEL and MOTEL OCCUPANCY TAX REPORT**

Hotel Name: \_\_\_\_\_

Taxes for Month Ending: \_\_\_\_\_, Year \_\_\_\_\_

Computation of Hotel Occupancy Tax Due:

1. Gross Room Receipts \$ \_\_\_\_\_

2. Tax Exemptions:

a. Term Exemption: \$ \_\_\_\_\_

b. Status Exemption: \$ \_\_\_\_\_

Total Exempt rent (add lines 2a and 2b) \$ \_\_\_\_\_

3. Net taxable rent (subtract line 2 from 1) \$ \_\_\_\_\_

4. Tax due if paid by 20<sup>th</sup> (7% X line 3) \$ \_\_\_\_\_

5. Penalty if paid after due date: (10% X line 4) **[A]** \$ \_\_\_\_\_

6. Interest: ( .5% X line 4) **[B]** \$ \_\_\_\_\_

7. Additional Penalty (10% X [line 4 + Line 5]) **[C]** \$ \_\_\_\_\_

8. Total due to City (add Lines 4, 5, 6, and 7) \$ \_\_\_\_\_

I declare, under the penalties for filing false reports, that this return (including any accompanying schedules/statements) has been examined by me and to the best of my knowledge is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed /Typed Name

\_\_\_\_\_  
Title

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**A. 10% Penalty - if 1 day past due (i.e. 21<sup>st</sup> of each month).**

**B. .5% Interest - assessed every 30 days after due date until taxes are paid.**

**C. Additional 10% Penalty - if more than 30 days past due date.**

**CITY OF LAKE JACKSON  
25 OAK DRIVE  
LAKE JACKSON, TX 77566**

**TEXAS HOTEL OCCUPANCY TAX INFORMATION**

**Term Exemption:**

Occupant must inform the hotel (in writing) prior to the stay, of the intent to stay for an extended period of time and reside in the hotel for 30 or more **consecutive** days. Please maintain a copy of the signed agreement to stay as well as a copy of the photo identification of the signee for back up in your files.

**Status Exemptions:**

Includes US Government Agencies/Employees, State of Texas Officials who present a photo identification card issued by the State and foreign diplomats who present a Tax Exempt card issued by the US Department of State. Please maintain copies of the identification cards for back up in your files.

*If the amount of "Taxable Receipts" you report to the State and the "Taxable Receipts" you report to the City are different, please note the variance and include a statement explaining the variance. Information reported is reconciled with the State for Hotel Occupancy Receipts.*

**Please remit this form along with payment to:**

**City of Lake Jackson  
Attn: Accountant  
25 Oak Drive  
Lake Jackson, TX 77566**